

Common Phone Tasks



QUICK REFERENCE



View online help on the phone	Press and choose Help.
Place a call	Go off-hook before or after dialing a number.
Rodial a number	Press Redial.
Talk using the handset and listen on the speaker	(Group Listen mode only.) Press .
Listen on the speaker only	(Monitor mode only.) Press .
Use your call logs	Press and select Directories > Missed Calls, Placed Calls, or Received Calls. Select a number and press .
Edit a number	Press Dial, << or >>.
Hold/resume a call	Highlight a call to put on hold or resume from hold, and press .
Transfer a call to a new number	Press Transfer, enter the number, then press Transfer again.
Start a standard (ad hoc) conference call	Press more > and dial the participant, then press again.

Softkey Definitions

AbbrDial	Dial using a speed-dial index number
Answer	Answer a call
Barge	Add yourself to a call on a shared line
CallBack	Receive notification when a busy extension becomes available
Cancel	Cancel an action or exit a screen without applying changes
cBarge	Add yourself to a call on a shared line and establish a conference
CFwdAll	Setup/cancel call forwarding
Clear	Delete records or settings
Close	Close the current window
ConfList	View conference participants
Confrn	Create a conference call
Delete	Remove characters to the right of the cursor when using Dial
Details	Opens the Details call record for a (SCCP only) multiparty call in the Missed Calls and Received Calls logs
Dial	Dial a phone number
DirTrfr	Transfer two calls to each other (SCCP only)
DND	Turn on/off Do Not Disturb (DND)
EditDial	Edit a number in a call log
EndCall	Disconnect the current call
Erase	Reset settings to their defaults
Exit	Return to the previous screen

Cisco Unified IP Phone 7906G and 7911G for Cisco Unified Communications Manager 6.1 (SCCP and SIP)

[Softkey Definitions](#)
 [Phone Screen Icons](#)
 [Button Icons](#)
 [Speed Dialing](#)

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GListen	Talk using the handset and listen on the speaker (Group Listen)
GOff	Disable Group Listen
GPickUp	Answer a call ringing in another group
iDivert	Send or redirect a call to a voice message system
Join	Join several calls on a single line to (SCCP only) create a conference
MeetMe	Host a Meet-Me conference call
Monitor	Listen to a call on the speaker
MonOff	Disable the Monitor function
more	Display additional softkeys
Msgs	Access voice mail system
New Call	Make a new call
OPickUp	Answer a call ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call in your group
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
RMLstC	Drop the last party added to a conference call
Search	Search for a directory listing
Transfer	Transfer a call
Update	Refresh content
VidMode	Choose a video display mode (SCCP only)

<>	Delete entered characters
>>	Move through entered characters
Line and Call Status	
Call Forwarding enabled	
Call on hold	
Connected call	
Off-hook	
On-hook	
Incoming call	
Shared line in use	
Authenticated call	
Encrypted call	
Priority call	
Medium priority call	
High priority call	
Highest priority call	
Speed Dial configured	
Message waiting	
Option selected	

• Feature enabled	
② URL entry in call log is ready to edit (SIP only)	
Audio or Video Mode	
Handset in use	
Speaker in use (Monitor on)	
Video enabled (Cisco Unified IP Phone 7911G only with SCCP)	
Button Icons	
Volume	
Navigation	
Hold	
Applications Menu	
Speed Dialing	
If you want to... Then...	
Speed dial a number	<ul style="list-style-type: none"> Press ① and select a number to dial. Press ② and choose Directories > Speed Dials. Select a number to dial. Enter a speed-dial number while on-hook and press AbbrDial.